

**PROCEEDINGS OF THE BROWN COUNTY**  
**ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 6, 2020 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

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**Present:** Vice Chair Kneiszel, Supervisor Deneys, Supervisor Vander Leest, Supervisor Schadewald  
**Excused:** Chair Sieber  
**Also Present:** Director of Administration Chad Weininger, Emergency Management Director Lauri Maki, Technology Services Director August Neverman, Register of Deeds Cheryl Berken, other interested parties.

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**I. Call to Order.**

The meeting was called to order by Chair Tom Sieber at 5:30 pm.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 2, 2020.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken.** **MOTION CARRIED UNANIMOUSLY**

- 1. Review minutes of:**  
**a. None.**

**Comments from the Public.** None.

**Communications**

- 2. Communication from Supervisor Deneys re: Move to take \$5,500 dollars from the contingency fund and transfer to Emergency Management to be used for dealing with education and notification of Brown County Citizens for pending spring flooding. *Referred form January County Board.***

Supervisor Deneys provided a proposed budget adjustment, a copy of which is attached. He feels everyone is aware of the concerns with spring flooding. Director of Emergency Management Lauri Maki has been working closely with the municipalities and this money would give the needed resources to facilitate and get education and notifications out to Brown County residents.

Director of Administration Chad Weininger indicated Emergency Management is in support of this and it is a small dollar amount and this is the type of thing the dollars in the contingency fund are intended for.

**Motion made by Supervisor Deneys, seconded by Supervisor Schadewald to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Child Support**

- 3. Director Summary for January 2020.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken.** **MOTION CARRIED UNANIMOUSLY**

## Treasurer

### **4. Review of Treasurer's Department 2019 Tax Rate Detail sheet.**

Treasurer Paul Zeller referred to the tax rate detail sheet contained in the agenda packet. He informed they are still within the five day grace period for tax payments which were due by January 31 so they are still collecting and posting payments. Delinquency notices will be sent out on February 10 for any payments not made. Zeller will have figures available as to taxes collected and delinquencies at the next meeting.

Zeller continued that he is troubled by one issue and explained that they receive a very large payment from the largest mortgage escrow company, Core Logic, annually. Last year the payment was over \$41 million dollars and was received on December 22. The payment typically comes in with an electronic file that is uploaded so the payments can be posted. This year, Core Logic did not send their money in until December 28 and the amount was much smaller than in the past. They also sent actual checks instead of an electronic file which resulted in far more processing and much less money being in the Treasurer's checking account. Zeller said this seems to be a statewide issue with Core Logic and he has heard similar concerns from many other county Treasurers. Zeller added that interest is paid on the daily balance of their account and they missed out on some of the interest this year because the payment was sent later than usual. Zeller also noted that they did bring in four LTEs to help out during the tax time and reduced their overtime for the tax season to less than \$1,000.

Zeller also referenced the taxing jurisdiction columns on the detail sheet and explained that the process is that the County's Admin. Department and Finance Department put together apportionment sheets for each municipality. There are different County tax burdens carried by different municipalities based on a number of different factors. The apportionment sheets are then sent out to the municipal Clerks and Treasurers and they determine the mill rates which are used to calculate the tax bills. Zeller said he will be able to report on the final numbers at the April meeting.

Supervisor Vander Leest asked how it is working with the City of Green Bay collecting their own first installment and when their installment is due to the County. Zeller responded that the City also has the five day grace period so they will be collecting through Friday. At the close of business on Friday, the Treasurer's office will turn off the City's ability to collect and post payments and the City is then required to pay the County's share by February 20. The same applies to the Village of Howard and the Village of Denmark. The Treasurer will also calculate the amount due to the municipalities on Saturday and will send the appropriate payments out on Monday, and the municipalities then have until February 20 to pay the County's share back.

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

### **5. Treasurer's Report.**

Zeller did not have anything to add other than what was discussed above at Item 4.

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

## Technology Services

### **6. Director's Report.**

Director of Technology Services August Neverman referred to his report in the agenda packet. He noted that since he submitted his report, both Oshkosh and Racine have been hit with cyber attacks. He said the County is doing a good job to prevent an attack, but given the resources and infrastructure we have in place right now, if someone was looking to compromise Brown County, they would likely be able to. The fix for that would not be inexpensive but Neverman wanted to be upfront about this. He is currently looking at numbers to invest in the next step for the 2021 budget.

Neverman continued that he has updated information regarding spring flooding. He noted that there is a new website that provides information and added that Lauri Maki, Highway staff and various other people were involved in creating the website and he specifically mentioned Jeff Dumez and Trisha Linssen as being instrumental in getting the maps together and getting the website together.

Related to the flooding, Neverman informed they are working with the Sheriff's Department as that is the most likely of the County buildings to have problems with flooding. Weininger added that last spring the Sheriff's Department had to be sandbagged and had to be evacuated. TS is working with the Sheriff's Department to identify some alternate locations for operations if needed and are making sure that electrical and network services would be available at those locations. TS is also working with Emergency Management and Risk Management on this. Neverman also talked about the chance of the Fox River flooding which is very low, but they are talking about options for the Courthouse, Sophie Beaumont and the Northern Building just to be prepared.

Weininger added that regardless of flooding, the County is working on an emergency continuity plan that would be put into effect for any sort of situation. There are plans in place to move documents and/or people and that is part of the telework policy they are working on. Some positions would be able to work remotely with telework so the County would not be completely down. Neverman added that teleworkers would be able to work in any location that has internet just as they would in their County offices. The technology part of this is in progress and Corporation Counsel and Administration continue to work on this as well. TS is also getting some additional licensing so they would be able to support 150 people working remotely.

Schadewald asked more about telework and if there are other counties in Wisconsin that do this. Neverman said there are several counties that do it. Weininger said they looked at telework policies that other places of employment use and he is currently working on a policy which will then go to Corporation Counsel and then to the department heads for fine tuning before being signed by the Executive. At this time they are test piloting the program in Health and Human Services and Weininger noted that some facilities are almost out of space, so telework will be something that will become necessary.

Neverman also talked about the social media archiving and said he is getting prices for this for the 2021 budget. At this time he is aware of seven counties who are doing this. Neverman said social media archiving is very expensive. It is \$20 per user per month for social media and \$20 per user per month for text messaging, so \$40 per user per month. He is looking for less expensive solutions and will keep the Committee updated on this.

Kneiszel asked for an update on box storage. Neverman said this is something he is working on and he does not have any updates at this time. This is challenging because it is around 99 tons of paper we are talking about so there are a lot of things that go into this.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Administration and Human Resources**

7. **Budget Adjustment Request (20-008): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

Register of Deeds requests to use salary savings to fund the renovation of the office to better address the safety and security of the staff, create efficiencies, better serve customers, provide added seating and privacy for customers, as well as free up unneeded space to be used for other purposes. The renovation will include such things as repositioning the counter, adding doors and building walls.

Register of Deeds Cheryl Berken explained the current layout of the office and said they need a little more space for customers as well as closing off the employees for their own safety. They will also be adding some seating space for people to wait because sometimes it takes up to a half hour for people to get their documents. In addition, it is a little more secure for people to sit down and fill out their forms instead of doing it at the counter with other people standing right next to them. She noted that at times there are 15 – 20 people in her office waiting for records. A brief discussion regarding the process of

applying for vital records took place and Berken noted that everything runs through the State vitals. She noted they started issuing statewide for birth records in 2017 and they started issuing statewide for marriage records this year. They have issued 516 more records in January 2020 than they did in January 2019.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Budget Adjustment Log.**

Weininger pointed out that the class and comp adjustments to the telecomm operators were made in 2019 along with a few others that were out of market and this was all within the guidelines.

Kneiszel questioned Budget Adjustment 19-107 for the Zoo budget adjustment for use of fund balance to fund the loss recorded after giraffe Hodari passed away. Schadewald said it was an accounting thing for loss of an asset of the Zoo. Weininger can bring more information on this to the next meeting if desired.

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**9. Directors' Reports.**

Weininger informed he receives regular field reports on the Expo Center project and he would be happy to e-mail the same to the Committee if desired. He also noted that the sales tax distributions for 2018 and 2019 are included in his Director's Report in the agenda packet. Further carryover requests will be done soon and then the year end numbers will be finalized.

Weininger also talked briefly about the Employee Recognition Committee which is a group that does the employee picnic and looks at other ways to recognize employees. One of the things the Recognition Committee is looking at is having the jeans day profits go back into the Employee Recognition fund rather than to an outside charity as it is all employee money anyway.

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**County Clerk – No agenda items.**

**Other**

**10. Audit of Bills.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**11. Such other matters as authorized by law. None.**

**12. Adjourn.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to adjourn at 6:19 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist

20-013

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:  
 • Reallocation to another account strictly for tracking or accounting purposes  
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). Admin Comm
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. Oversight Comm  
2/3 County Board
- ☒ 6 Reallocation between two or more departments, regardless of amount Oversight Comm  
2/3 County Board
- ☐ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm  
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm  
2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
*After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.* Oversight Comm  
Admin Committee  
2/3 County Board

Justification for Budget Change:

*Per Communication from Supervisor Deneys at the January 2020 County Board meeting:*  
 Move to take \$5,500 from the Contingency Fund and transfer to Emergency Management to be used for dealing with education and notification of Brown County Citizens for pending spring flooding.

Contingency Fund Balance: \$299,500

Fiscal Impact\*: \$ 5,500

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.001.9004	EM Intrafund Transfer in	\$ 5,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.001.5601.400	EM Intra-county expense Copy Center	\$ 5,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9005	General Government Intrafund Transfer Out	\$ 5,500
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.090.5394	General Government Contingency	\$ 5,500
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

2/4/20

## AUTHORIZATIONS

Per Request of Supervisor Deneys

Signature of Department Head

Signature of DOA or Executive

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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